



Organization Resource Grant

Application

1.a. Applicant Library or library organization:

1.b. Fiscal agent (for a library organization) or lead library (for a group of libraries):

NOTE: a library organization must attach evidence of fiscal capacity (for example, 501 (C) (3) certification, organizational checking account, letter from the institution serving as fiscal agent, etc.)

1.c. Taxpayer ID# _____

2. If a group of libraries or an organization is applying, include a list of all libraries with a contact person for each along with complete address, daytime phone number and email addresses.

3. Event title: _____

4. Place: _____

5. Date: _____

6. Target group: _____

7. Consultant/trainer: _____

8. Attach background information for the consultant/trainer.

9. Briefly, describe the training event.

10. Contact hours: _____

11. List three learning goals for this training.

12. Specify how the event will improve services for customers. Be as specific as possible about the customer service goals that this training/continuing education grant will address.

13. How will you publicize the event?

14. Clarify the support and involvement you expect for this event from other partners, if any.

15. All events must use the audience, project director, and speaker evaluation forms. Are there any other ways you would like to evaluate the training?

16. Fill out the worksheet below specifying the projected budget for the event.

Proposed Budget Spreadsheet (Figures rounded to the nearest whole dollar)			
Category	Amount Requested for Uplift Grant*	Local Funds/Other Funds**	Total Funds
Operating Expenses			
Consultant/trainer fee			
Consultant/trainer travel			
Materials/Supplies			
Rental			
Other costs			
Total Request			
*Total funds requested from grant not to exceed \$3,000.			
**Local funds are not required, but please show local funds if there are any.			

The grant does not cover indirect costs.

NOTE: For additional space in any section of the application, add paper. Utah

State Library Division must receive applications by 5 p.m. on April 15, July 1, or December 15. *Faxed applications are unacceptable.* The Division will send written and/or electronic confirmation upon receipt of the grant applications.

Library or Organization Director

Date

Local Government or Institutional Rep.

Date

Send copies of your completed application to:

Colleen Eggett, Training Coordinator
Utah State Library Division
250 North 1950 West, Suite A
Salt Lake City, Utah 84116-7901
ceggett@utah.gov
1-800-662-9150

Checklist (State Library Division staff use):

1. Application (original and two copies) complete and signed _____
2. Application must be typed _____
3. Letter of support (if needed): _____
4. Consultant/trainer resume attached _____
5. List of participating libraries (if appropriate): _____
6. Evidence of fiscal capability (if required): _____